

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WB01-11

Date: July 19, 2001

Expiration Date: 12/30/01
69:126:cg:4792

TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR THE PERIOD
ENDING JUNE 30, 2001

The purpose of this information bulletin is to provide Welfare-to-Work (WtW) reporting instructions for the revised quarterly WtW Summary of Expenditures report and State Approved Local Training (SALT) line-item closeout reports for all allocated WtW funds.

Beginning with the June 2001 report period, the Enter Summary of Expenditures (ESER) screen will offer a revised report format to reflect reporting changes derived from the Department of Labor (DOL) 1999 WtW Amendments. However, the Workforce Investment Division (WID) Directive WD99-10, *Quarterly Expenditure Reporting Requirements*, which outlines reporting procedures and provides line-item instructions for the WtW Summary of Expenditures report has not be revised and will not be available for the June 2001 report period. Since revisions to the directive will not be available until the September 2001 report period, a copy of the WtW Summary of Expenditures report along with line-item instructions are attached for entities to use when filing reports for the June 2001 report period.

Questions with regard to reporting issues should be directed to your Program Manager. A list of the WtW 15 Percent Special Project Grant Program Managers can be obtained at <http://www.edd.ca.gov/wtowcnt15.htm>. A list of WtW 85 Percent Formula Grants is also available at <http://www.edd.ca.gov/wtowloc.htm>. Questions can also be directed to Tristyn Schmidt of the WID Financial Management Unit at (916) 654-7617.

All WtW 15 percent subgrantees not linked to the Job Training Automation expenditure report screens are required to submit faxed copies of the WtW Summary of Expenditures report. Faxed reports are to be directed to:

Tristyn Schmidt
WtW Financial Management Analyst
Financial Management Unit
FAX Number: (916) 654-9586

All WtW reports for the period ending June 30, 2001, are due to the WID no later than July 20, 2001, and must be submitted in accordance with the attached line-item instructions. The WtW Summary of Expenditures reports must reflect cumulative data and must be submitted for each subgrant in which WtW funds were provided.

Expenditures must be reported by year of allocation (YOA) and grant code (i.e., 800, 801, and 815) on separate WtW Summary of Expenditures reports. To assist subgrantees with the reporting process, a list is provided below which identifies the YOA and grant code for the federal fiscal year in which funds were released by DOL. Since the 1998/1999 federal fiscal year funds were released on July 16, 1999, and because July 16, 1999, was in the 1999/2000 State fiscal year, YOA 99 is to be used for local reporting purposes. The chart below identifies the information that must be entered on the Enter Summary of Expenditures (ESER) screen of the JTA system.

YOA	Grant Code(s)
97	800, 805, 806
99	801, 807, 808
99	815 (SALT)

The SALT funds for all subgrantees have expired and line-item closeout reports must be submitted to WID for processing. The WID Directive WD01-1, *WtW Closeout Guide* dated January 8, 2001, will be revised to reflect line-item closeout requirements. Until the Directive is revised, the attached SALT Line-Item Closeout package must be used to complete a SALT line-item closeout.

If you have any questions regarding this bulletin contact Tristyn Schmidt at (916) 654-7617.

/S/ JIM CURTIS
Chief

Attachments are available on the Internet:

1. [Revised WtW Summary of Expenditures Form and Line-Item Instructions](#)
2. [WtW SALT Line-Item Closeout Forms Package](#)